



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Suite 300
Little Rock, Arkansas 72201-4222
Phone: (501) 324-9316
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<http://www.arkansas.gov>

DELEGATION ORDER REPORT

TO: OFFICE OF STATE PROCUREMENT
ATTN: BARBARA AUSBROOKS
1509 W. 7TH ST., SUITE 300
LITTLE ROCK, AR 72201-4222

FROM: NAME OF AGENCY _____
ADDRESS OF AGENCY _____
CITY, STATE, ZIP CODE _____
PERSON SUBMITTING REPORT _____
TELEPHONE NUMBER _____
EMAIL ADDRESS _____

SUBJECT: PRINTING DELEGATION REPORT FOR _____

DATE SUBMITTED: _____

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Each agency/college or university issued delegated authority from the Office of State Procurement to purchase printing is required to submit a monthly report of the activity under their respective D.O. Entities, which experience no activity, are required to file a negative report. Language regarding recycled paper preference and use of soybean oil ink must be included in all solicitations. If recycled paper preference is used in determining the low bid, calculations must be included with the report.

The above listed agency submits the following:

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No quote bids were taken for the month indicated.

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Quote bids were taken for the month.

of bids sent

Copies of the purchase order, quote sheet and specifications for each job awarded are attached.

ALL D.O. REPORTS ARE DUE BY THE 10TH OF THE FOLLOWING MONTH.

SUBMITTED BY: _____

Authorized Signature

February 2006